

## • Casa Las Palmas Guidelines •

### General

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- A Building Monitor is on duty at all events. Please check with that individual upon arrival and departure and if any problems should arise. At the end of the event, the Building Monitor will walk through the facility with the renter to ensure that the facility is left as it was found.
- Equipment must be dropped off and picked up during the rental span of time. Absolutely no items may be left overnight.
- Renter may not enter earlier than the start of the rental time.
- Plants or paintings are not to be moved.
- Depending on the number of minors (under 21 years old) or Alcohol at an event, we reserve the right to require uniformed security or childcare.
- The patio is included with your rental. (§ 7597Smoking prohibition - No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building.
- 2 parking spaces may be reserved for the renter if they are available on the rental day.
- Dogs, cats, birds and other pets are not allowed in any indoor facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e., guide dogs or signal dogs).

### Catering

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- Cooking is not allowed in the building. The kitchenette has a microwave, but no oven or stove top.
- Barbecuing is allowed outside on the patio by a licensed caterer only. The BBQs must be positioned safely away from the building, awnings and trees, the coals may not be emptied anywhere in the park and a plastic tarp or plywood must be underneath the BBQ.
- Propane burners are not allowed inside the building. Only electric warmers in the kitchen area and sternos in the room are allowed.
- All trash and recycling must be bagged and left outside the building as instructed by the building monitor. Trashcan liners are provided.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Any unauthorized adjustment by the caterer that requires repair of the system will be billed to the renter.
- Self-catering (i.e. where food is brought in and you handle your own cleanup) is allowed but the security deposit is doubled.

### Beverages

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- All alcohol is allowed with the exception of keg beer. It may be served for five (5) hours only per day.
- If alcohol is sold or purchased from your caterer, an alcohol permit from the Alcohol Beverage Control board must be obtained and displayed during the event. (See ABC rules)
- Alcohol is not allowed at events meant for young people between the ages of 13 – 20 years of age.
- *It is unlawful to serve alcohol to minors or persons who are visibly intoxicated and that the City of Santa Barbara Parks and Recreation employees have the authority to suspend the service of alcohol if they observe minors drinking on the premises or if behaviors associated with the excessive intoxication are observed on the premises.*
- Renter must provide bucket containers for chilling and storing the alcohol. Do not use the facility's trash cans for this purpose. Also, Bar mats are provided. Bucket containers must sit on bar mats and not directly on carpet or linoleum inside the facility.
- Do not dump ice and/or liquids on the plants within the building, on the patio or on the surrounding park grounds. Dump all ice in the kitchen sink and run warm water over it to melt.
- We offer containers for recycle bottles and cans. These items must be left outside the building as instructed by the building monitor.

### Tables, Chairs and other Equipment

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- Our rental price for tables and chairs includes the set-up and take-down of this furniture.
- We have an assortment of 6 foot banquet tables, 60 inch round tables, one 48 inch round table and 60 hotel style chairs.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your span of rental time.
- There is no dance floor at this facility.
- When you book a rental, you will receive a blank floor plan to help you plan and diagram your room set-up.
- There is a 5' x 5' projection screen at this facility. You must provide your own projector, microphone or a public address system.

## **Decorations**

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- No open candle flames are allowed inside the facility. They must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice or birdseed allowed in or around the building.
- No nails, staples, thumbtacks or tape with permanent adhesive may be used on the walls to hang decorations.

## **Setup and Clean Up**

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- Generally caterers need 1-2 hours of setup time for an event at Casa Las Palmas; this is considered as part of your rental time.
- Our tables, chairs, etc. will already be in place before your "start time." Setup may not occur prior to this time.
- During your last rental hour, you are expected to move out any items brought in by you or your vendors. This includes party rentals (linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music and audio-visual equipment and anything else specifically used for your event.
- You or your caterer must bag, tie and dump any food/beverage trash next to the garbage can outside.
- You must leave the kitchen in the same condition as it was found, but are not required to vacuum as the cleaning fee pays for a cleaning service to do that work.

## **Music**

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- Music, Bands and/or DJ's, are permitted to play until 12am on weekends and 11pm on weekdays.
- You can either dance outside on the designated area of the concrete patio or dance inside the facility.
- We suggest music stop 45 minutes to 1 hour prior to the end of event to allow sufficient clean-up time.

## ***Additional Facility Information Casa Las Palmas***

### ***Rental Availability***

*This facility is still an undiscovered gem in Santa Barbara, we have many available weekdays and weekends for your meeting or special event. For those of you considering a Sunday booking, there is an Arts & Crafts Show that lines the boulevard each Sunday from 10am to dusk. While this show is on the opposite side of the street, it could affect your Parking and possibly privacy of your event since it draws more people to the area.*

*Additionally, we rent outdoor sites in Chase Palm Park for private and public events. These may additionally affect your event so please check with us about other events scheduled. Weekday rentals must end at 11pm. Weekend rentals must end at 12am, and cleanup completed by 1am.*

### ***Viewing the Facility***

*Many people initially view this site simply by looking in through the patio windows. You can also arrange an appointment with our Facility Coordinator, Leslie Lund. Appointments can be made during the day Monday through Friday unless we have an event occurring in the building. On Saturdays or Sundays, if we have a rental event occurring, we allow people to "peek in" during the renter's first hour of set-up. Since our Facility Coordinator does not work on weekends and the Building Monitor is mainly around to assist the event, we ask that you look around by yourselves and call us with any further questions during the weekdays. Again, please call us ahead of time to find out when to come in.*

### ***Parking***

*Parking is extremely limited at this park. There is a small lot with only 4 regular and 1 handicapped spaces. We do try to reserve 2 of these spaces to unload food or supplies for your event. For your guests, there are two public parking lots located at Cabrillo Boulevard and Garden Street. If you wish to pay for parking for your guests, contact the City's Waterfront Parking Department (805) 564-5523 or 897-1965, you will receive parking reservation information once your booking is confirmed. There is also street parking along Cabrillo Boulevard.*

### ***Wedding Ceremonies***

*There are several picturesque areas within the park that can be rented for your wedding ceremony. Please check with the Parks and Recreation main office (805) 564-5418 for information regarding these areas. Please note that we do not allow any of the facility's tables or chairs to be out on the grass.*

### ***"10-Day Tentative Hold" vs. "Confirm & Book" a Date***

*Once you decide to rent Casa Las Palmas and have determined a date, you can either put a "10-day tentative hold" for the date (no charge) or "confirm and book" the date. Most people opt for the tentative hold to give them the opportunity to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.) At the end of the 10 days, you must either confirm and book, or release the date. Once the date is booked, we'll confirm it and initiate a rental contract. We cannot accept any money until this paperwork is in place.*

*To confirm a date and start the rental paperwork process, contact Leslie Lund, Facility Coordinator, at (805) 897-1983 or by email at [LLUND@SantaBarbaraCA.gov](mailto:LLUND@SantaBarbaraCA.gov)*

### ***Insurance***

*Insurance is not required for private events since we have a building monitor present. Public special events do require insurance.*

### ***Cancellation Policy***

*The initial \$100 reservation fee is non-refundable. If the event is cancelled within 10 working days of the event, 100% of the Security Deposit is refunded and 90% of the remaining fees paid (excluding the Reservation Fee).*

### ***Other Facilities/Sites***

*We also have two larger indoor facilities and other outdoor beachfront park locations are available for rental. Please contact us for further information.*